



DEPARTMENT OF THE ARMY
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OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USACHRA, JRTC & FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER
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FORT POLK, LA 71459-5341

CIVILIAN PERSONNEL
BULLETIN NO. 10-06

28 APRIL 2006

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Ms. Monica J. King, Librarian (QA) at the Directorate of Morale, Welfare & Recreation, CRD, Library, has been approved as a recipient under the Voluntary Leave Transfer Program.

Ms. King was affected by a medical emergency as the result of an automobile accident and other medical conditions resulting in considerable injuries which required various ongoing treatment, and caused her inability to return to work. Ms. King exhausted all of her available leave and was placed in a leave without pay (LWOP) status effective 1 February 2006.

Current federal employees wishing to donate annual leave to Ms. King's account as a result of this bulletin may do so by completing the Fort Polk Form 25 in duplicate and forwarding same to the Civilian Personnel Advisory Center. Donations will be accepted under this bulletin for thirty (30) days from the date of issue or through 28 May 06. The Fort Polk Form 25 is attached on the reverse of this bulletin, may be downloaded off the Fort Polk Electronic Workplace (<http://DOIMNT1>) or obtained from the Administrative Office within each Directorate.

DONALD R. MALLET
Director, Civilian Personnel
Advisory Center